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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.9 June  
2 June 1947

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[REDACTED]

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SUBJECT: Dissemination of CIG Publications Outside the Federal Government

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. POLICY

It is the general policy of the Central Intelligence Group not to furnish its publications to private individuals, corporations or other non-federal organizations. In no instance, and regardless of exceptions below, will a publication above the classification "Restricted" be furnished to such individuals or activities without the express authority of the Director.

2. PRESENT EXCEPTIONS

The following material is made available on a basis of clear advantage to CIG or reciprocity for similar material:

a. Publications which the Office of Operations gives to certain press and radio representatives with offices in Washington, D. C., to universities and colleges through the Library of Congress, and to certain foreign governments and international bodies.

b. Certain technical publications sent by the FBIB to private individuals, foreign governments and others.

3. AUTHORITY FOR FUTURE EXCEPTIONS

a. Distribution of CIG publications to non-government sources will be limited to the number and type of recipients approved by the Office of Collection and Dissemination and to channels of dissemination approved by OCD. Exceptions to the general policy will be made only in those cases which are shown to be to the clear advantage of CIG or in which a reciprocal agreement beneficial to CIG has been arranged.

b. Hereafter, all requests from non-government sources for unclassified material will be referred to OCD for approval or the preparation of a negative reply, after any necessary coordination with the General Counsel or other office concerned.

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~~RESTRICTED~~

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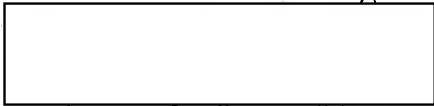
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c. The dissemination of classified material is covered in the CIG Security Regulations. Within the limitations prescribed by these security regulations, all requests for CIG classified publications from applicants outside the Federal Government will be forwarded to OGD for action as outlined in paragraph 3b above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

*Confidential*  
~~RESTRICTED~~

~~RESTRICTED~~CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

2 June 1947

25X1A

MEMORANDUM  
NUMBER [ ]

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EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

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- 2 -

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Deputy  for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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~~RESTRICTED~~

Next 4 Page(s) In Document Exempt

CONFIDENTIALDRAFT

MEMORANDUM FOR: Assistant Dir. for Collection and ~~Dissemination~~ 21 November 1949

FROM: Management Officer

SUBJECT: Draft of Administrative Instruction re Dissemination of CIA Publications Outside the United States Federal Government.

1. There is reproduced below a draft of proposed Administrative Instruction concerning dissemination of CIA publications outside the United States Federal Government.

2. Request that you forward your comments or concurrence to this office by separate memorandum by ~~November~~ 1949.  
6 December

ADMINISTRATIVE INSTRUCTION  
NO.

25X1A

25X1A

SUBJECT: Dissemination of CIA Publications Outside the United States Federal Government.

25X1A

RESCISSION: Administrative Instruction  dated 9 June 1947.

25X1A

REFERENCE: General Order  dated 21 July 1949.  
Administrative Instruction  dated November 1949,  
subject: Dissemination within the U. S. Federal Government.

1. General Policy

- a. It is the general policy of Central Intelligence Agency not to disclose or furnish the contents of CIA publications to private individuals or organizations, other than United States Federal Government Agencies.

2. Procedure for Exceptions to General Policy

- a. Proposed dissemination of CIA publications classified "Confidential" or higher must be approved by the Director of Central Intelligence.
- b. Proposed dissemination of CIA publications classified "Restricted" or unclassified must be approved by the Assistant Director for Collection and Dissemination after necessary coordination with the Director of Central Intelligence, Chief of Inspection and Security Staff, and the General Counsel.

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CONFIDENTIAL

c. All proposed dissemination must comply with the following conditions:

- (1) The proposed recipient has need for the material.
- (2) Clear existing or potential advantage to the Central Intelligence Agency can be shown to result from the proposed dissemination.
- (3) The proposed dissemination can be accomplished without embarrassment to the United States Government, the Central Intelligence Agency, or responsible CIA officials.

3. Approved Exceptions to General Policy

a. Certain unclassified intelligence information and technical publications of the Office of Operations which that Office, by prior authorization, furnishes regularly to:

- (1) Various press and radio representatives.
- (2) Certain foreign governments and international bodies.
- (3) Library of Congress.

b. Certain unclassified intelligence information publications which the Office of Scientific Intelligence, by prior authorization, disseminates to private individuals and non-Government organizations

4. Processing of Requests

a. Requests from persons outside the United States Federal Government for CIA publications will be forwarded with appropriate justification to the Office of Collection and Dissemination for necessary action.

- (1) OCD will process requests for CIA publications in accordance with the provisions of this Instruction and after necessary coordination with other Offices and Staffs of CIA concerned.
- (2) OCD will fulfill the specific request or will prepare a suitable negative response.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[Redacted]  
Captain, USN  
Executive

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Coordination Page

DRAFT

ADMINISTRATIVE INSTRUCTION  
NO.

25X1A

SUBJECT: Dissemination of CIA Publications Outside the United States  
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RESCISSION: Administrative Instruction  dated 9 June 1947.

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REFERENCE: General Order  dated 21 July 1949.

25X1A

Administrative Instruction  dated November 1949,  
subject: Dissemination within the U. S. Federal Government.

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COORDINATION:

Assistant Director for Reports and Estimates

*This memo to  
me a good job.  
28 Nov 49*

Assistant Director for Collection and Dissemination

Assistant Director for Operations

Assistant Director for Special Operations

Assistant Director for Policy Coordination

Chief of Inspection and Security Staff

General Counsel, Legal Staff

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CONFIDENTIAL

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: DEC 1 1949

FROM : Chief, Inspection and Security Staff

SUBJECT: Draft of Administrative Instruction Regarding Dissemination  
of CIA Publications Outside the United States Federal Government.REFERENCE: Memo from Management Officer to Chief, I & SS dated 21 November  
1949, Subject as Above.

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1. The proposed draft of Administrative Instruction [ ] has been reviewed and the following recommendations are offered:

a. Paragraph 1.a. should be altered to read "It is the general policy of the Central Intelligence Agency not to disclose or furnish the contents of CIA publications to private individuals or organizations, or state or local governments."

b. Paragraph 2.a. - It is considered that the Director in passing upon releases of information classified **CONFIDENTIAL** or higher should have the benefit of the recommendation of the Chief, I & SS. It is believed that a sentence should be added to this paragraph as follows: "Prior to the submission to the Director, the recommendation of the Chief, I & SS will be obtained."

c. Paragraph 2. b., third line - The word "necessary" should be deleted because it is believed all such dissemination actions should be in each instance coordinated with the Director, Chief, I & SS and General Counsel.

2. Subject to the above recommendations this proposed Administrative Instruction is concurred in.

25X1A

Colonel, GSC

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**CONFIDENTIAL**

1 December 1949

MEMORANDUM FOR: MANAGEMENT OFFICER

SUBJECT: Draft Administrative Instruction Regarding  
the Dissemination of CIA Publications  
Outside the United States Government.

REFERENCE: Memorandum for ADPC from Management Officer,  
Subject as above, November 21, 1949.

25X1A 1. In accordance with the request contained in paragraph two of the reference memorandum, this is to advise you that OPC concurs in the draft of Administrative Instruction [ ] forwarded with the reference memorandum subject to the following comments:

(a) It is suggested that "Federal" be deleted from the subject of the Administrative Instruction;

(b) It is suggested that paragraph 2.c(2) be amended to substitute "United States Government" for "Central Intelligence Agency".

25X1A 2. It is also suggested that consideration be given to a revision of the procedure followed by your office in coordinating drafts of administrative instructions in order to facilitate this action. It is suggested that the coordination page be revised to represent a memorandum for the Management Officer from the coordinating office, with a copy to be retained for the record of the coordinating office.

[ ]  
CHARLES V. HOLICK  
Executive Assistant  
for ADPC

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: DEC 6 1949

FROM : Assistant Director for Operations

SUBJECT: Draft of Administrative Instruction re Dissemination of CIA Publications Outside the US Federal Government (Administrative Instruction [redacted])

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1. A definition of the term "CIA Publication" should be included in this Administrative Instruction, since the definitions of "CIA-produced intelligence" and "CIA-produced intelligence information" in proposed Administrative Instruction [redacted] are not sufficiently related to the word "publication" as used in this Instruction. The definition must be so

[redacted]

protective provisions of General Order [redacted] (Paragraph 2 d) apply to dissemination to "agencies not having representation on the IAC" rather than to dissemination outside the US Government.

2. It is therefore requested that such a definition be included, or that all publications issued by Contact Division, OO and (presumably) by OSO and OPC, be specifically exempt from the provisions of this Instruction.

3. If you do not concur in the above request, the responsibilities of this office for protection of sources will require the addition of phrases to several paragraphs of the Instruction as indicated in Tab A. It is thought, however, that a definition or a specific exemption would be less cumbersome.

4. In addition, it is requested that the following changes be made in the text of the Instruction for the reasons given below:

(a) Para 2 b. ".... after necessary coordination with the DCI, Chief, I&S Staff, the General Counsel, and the Office originating the publication". Owing to possible personal liability under libel suits, etc. the Assistant Director responsible for issuing the publication should be informed of such dissemination.

(b) Para 3 a. ".... which that Office, by prior authorization and in accordance with instructions from OCD, furnishes regularly to:...." As written, the paragraph does not show that prior authorization for such dissemination is in accordance with instructions issued by OCD.

(c) Para 3 a (3) "Library of Congress, for dissemination to public and private libraries and universities". Since the Library of Congress is a Government agency, its inclusion in this Instruction is incomprehensible unless the secondary dissemination is mentioned.

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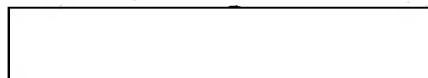


5. It is further suggested that a more logical presentation of the contents of the Administrative Instruction would be to renumber the paragraphs as follows:

- (a) Para 1. Statement of general policy (present Para 1.)
- (b) Para 2. Statement of approved exceptions to the policy (present Para 3.)
- (c) Para 3. Procedure for exceptions to the policy (present Para 2.)
- (d) Para 4. Processing of requests (present Para 4.)

6. Concurrence in Instruction is dependent upon the changes outlined in Paras 2, 3, and 4 above.

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GEORGE G. CAREY

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1. In order to protect the sources of reports issued by the Contact Division, the following changes should be made in the proposed draft of Administrative Instruction

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(a) Add the following (underlined) phrase to paragraph 2 a:

"...must be concurred in by the Assistant Director of the office in which the CIA publication originated and approved by the Director of Central Intelligence.

(b) Insert the following (underlined) phrase into paragraph 2 b:

"...must be approved by the Assistant Director for Collection and Dissemination and by the Assistant Director of the office in which the CIA publication originated, after necessary coordination with...."

(c) Add the following as a condition which must be met when CIA publications are proposed for dissemination as an exception to the general policy:

"2 c (4) The proposed dissemination can be accomplished without revealing the identity of the covert or semi-covert source of the information."

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2. The above changes are believed to be in consonance with the provisions of General Order  but are not covered by a mere reference to that order in the heading of the Instruction.

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23 December 1949

MEMORANDUM FOR MANAGEMENT OFFICER

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SUBJECT: Proposed Revision of Administrative Instruction No.

REFERENCE: Draft of Proposed Revision, dated 21 November 1949

1. The following modifications of the proposed draft are suggested:

- a. Since it is possible that a dissemination of information outside CIA would be of advantage to the U. S. Government without being of direct advantage to CIA, paragraph 2. c. (2) should be changed to:

"Clear existing or potential advantage to the United States Government can be shown to result from the proposed dissemination."

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- b. In view of Top Secret Administrative Instruction No.  dated 6 October 1949, it is recommended that an approved exception to General Policy in paragraph 3 be added, as follows:

- "c. Certain classified intelligence information publications which the Office of Special Operations, by prior authorization in Administrative Instruction No.  disseminates."

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Assistant Director  
Special Operations

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: DEC 29 1949

FROM : Chief, Inspection and Security Staff

SUBJECT: Draft of Administrative Instruction Regarding Dissemination of  
CIA Produced Intelligence and Intelligence Information.

REFERENCE: Memorandum from Management Officer to Chief, I & SS dated 15  
December 1949, Subject as Above.

1. The proposed draft of the subject Administrative Instruction has been reviewed. It is noted that this draft under Paragraph 2. Definitions cites two categories of CIA produced intelligence, namely

- (1) The published, evaluated product of the intelligence producing components of CIA, and
- (2) The unevaluated "raw" intelligence product of any organizational component of CIA.

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There has lately come to the attention of this Staff what is believed to be another category of CIA production, namely, memoranda produced by individual CIA representatives for the purpose of advising interdepartmental committees. An example is the Advisory Committee on Requirements under the sponsorship of the Department of Commerce, and the designation by the DCI of [ ] ORE, as Adviser to this Committee. In carrying out his duty as Adviser, [ ] from time to time prepares classified memoranda over his signature for transmission to this Committee. These memoranda cannot be considered as a published product in the sense of their being printed, bound and released in titled forms, nor are they unevaluated "raw" intelligence. It is believed that this type of memorandum should be defined as a third category under Paragraph 2 and as concerns release to non-IAC agencies that suitable provisions should be inserted in the proposed Administrative Instruction to cover (1) review by an appropriate authority to determine need to know and (2) review by I & SS from the standpoint of security controls.

2. Subject to the above comments the draft of the proposed Administrative Instruction is concurred in.

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SHEPHERD EDWARDS  
Colonel, GSC

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12/29/49